CHECKLIST FOR CLUB TRAVEL

**Required Steps:**

_______________ Club/Organization must authorize officially endorse participation at the said conference (e.g., official motion, official minutes, etc.)

_______________ Club Advisor must authorize the travel and be available to travel with the students.

_______________ Request **Conference and Travel Form** from the Student Affairs Office

_______________ All students must **Complete Student Release Waiver Form** (Minor students uses SDCCD Form 3125.2)

_______________ Completed District **Conference Travel Forms** include Conference flyer/program or relevant conference information attached to paper work

_______________ **Board of Trustees Docket is no longer needed when traveling within the United States.**

_______________ Complete request forms for withdrawal of funds